

ACES NOTIFICATION

**Attention: ALL STATE AGENCIES and CSU's
Public Agencies and Schools please disregard**

Due to the reinstatement of employee retirement contributions and the July 1, 2003 pay increase the State Controllers Office will be submitting a tape that our CalPERS systems must update. The process to update this tape will take from Monday, June 30 through Thursday, July 3, 2003. All daily T-log files (PIMS) from June 28th through July 3rd must be held until the completion of this tape. Based on a successful July 3rd completion date, the daily T-log tapes will begin processing and be completed by Monday, July 7th.

During this timeframe, ONLY New Health Enrollments awaiting the appointment update and New COBRA enrollments awaiting the permanent separation update will have to held until the backlogged T-log tapes are updated. These transactions are dependent upon the appointments and permanent separations keyed between June 27th and July 3rd. Prior to inputting the New Health or New COBRA, verify in ACES Participant Inquiry whether the appointment or permanent separation has been applied. If not, please wait until Monday, July 7th to verify again or until you have received a notification regarding the system update status. Please do not mail these HBD12's to CalPERS as they will have to be held as well. If any system failure occurs causing a delay, all users will be notified as soon as possible with an update.

This does not affect any other type of ACES transaction. We apologize for any inconvenience this may cause. All users will be notified just as soon as the updates are complete.

As usual if you have an emergency that requires immediate assistance, please contact the ACES Employer Assistance Center at 1-888-225-7377. We thank you for your patience while our systems are updated to accommodate these new changes.